



# REQUIREMENTS FOR FILING WITH THE FREETOWN CONSERVATION COMMISSION

Effective January 1, 2017  
Latest Revision Effective July 1, 2019

**Deadlines for All Filings:** Two Tuesdays prior to the meeting date at 2:00 p.m. for filings requiring a hearing.  
One Tuesday prior to the meeting date at 2:00 p.m. for filings not requiring a hearing.  
Anything received after 2:00 p.m. will be scheduled on the next agenda.

**All abutters lists must be obtained from the Board of Assessors and signed by the Assistant Assessor.**

**All abutters' notices MUST include the DATE and TIME of the hearing.**

## **Notices of Intent (Standard and Abbreviated)**

### **Notices of Intent for Ecological Restoration**

1. Prepare and submit one copy of the Notice of Intent form (WPA Form 3, 3A, or 4).
2. Submit one additional copy of filing in PDF format by e-mail to [conservation@freetownma.gov](mailto:conservation@freetownma.gov)
3. Prepare and submit five copies of your plan, two copies not to exceed 11x17 in size.
4. Submit one additional copy of your plan in PDF format by e-mail to [conservation@freetownma.gov](mailto:conservation@freetownma.gov)
5. Submit legal ad to the *Taunton Daily Gazette* to appear in the newspaper no later than the Monday prior to your hearing. (Example: For hearing on Monday, May 9th, ad must run by Monday, May 2nd.)
6. Obtain a Certified Abutters List from the Board of Assessors (\$10.00) and mail abutters' notices to those listed by certified mail, return receipt (or electronic return receipt). If you are able, please submit the return receipts (green cards or Internet printout) before your hearing date.
7. In addition to the fees required by WPA Form 3/3A/4, a separate check for \$10.00 made out to "Town of Freetown" should also be submitted to cover local fees.
8. Receive sign-offs from the Tax Collector that property is current on property taxes and owner/applicant is current on all taxes (real estate, personal property, motor vehicle, vessel)

### **Requests for Determination**

1. Prepare and submit one copy of the Request for Determination form (WPA Form 1).
2. Submit one additional copy of filing in PDF format by e-mail to [conservation@freetownma.gov](mailto:conservation@freetownma.gov)
3. Prepare and submit five copies of your plan, two copies not to exceed 11x17 in size.
4. Submit one additional copy of your plan in PDF format by e-mail to [conservation@freetownma.gov](mailto:conservation@freetownma.gov)
5. A check for \$10.00 made out to "Town of Freetown" should also be submitted to cover local fees.
6. Receive sign-offs from the Tax Collector that property is current on property taxes and owner/applicant is current on all taxes (real estate, personal property, motor vehicle, vessel)

### **Abbreviated Notice of Resource Area Delineation (ANRAD)**

1. Prepare and submit one copy of the ANRAD form (WPA Form 4A).
2. Submit one additional copy of filing in PDF format by e-mail to [conservation@freetownma.gov](mailto:conservation@freetownma.gov)
3. Prepare and submit five copies of your plan, two copies not to exceed 11x17 in size.
4. Submit one additional copy of your plan in PDF format by e-mail to [conservation@freetownma.gov](mailto:conservation@freetownma.gov)
5. Submit legal ad to the *Taunton Daily Gazette* to appear in the newspaper no later than the Monday prior to your hearing. (Example: For hearing on Monday, May 9th, ad must run by Monday, May 2nd.)
6. In addition to the fees required by WPA Form 4A, a separate check for \$10.00 made out to "Town of Freetown" should also be submitted to cover local fees.
7. Receive sign-offs from the Tax Collector that property is current on property taxes and owner/applicant is current on all taxes (real estate, personal property, motor vehicle, vessel)

### **All Other Filings**

1. Please contact us by e-mail at [conservation@freetownma.gov](mailto:conservation@freetownma.gov) regarding all other filings.